

CLASS TITLE:

**ASSOCIATE DIRECTOR,
REVENUE SERVICES
(MOTOR VEHICLES)**

Class Code: 02522900

Pay Grade: 44A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the planning, administration, coordination, direction and control of all motor vehicle functions within the Department of Administration (e.g. registration [including express registries], licensing, operation, enforcement, operator control, inspection and accident analysis, emissions testing, etc.); and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with considerable latitude for the exercise of initiative and independent judgement; work is subject to review through consultations and submitted reports for conformance to laws, rules and regulations and agency policies and objectives.

SUPERVISION EXERCISED: Plans, organizes, directs, coordinates and evaluates the work of a professional, technical, law enforcement and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the planning, administration, coordination, direction and control of all motor vehicle functions within the Department of Administration (e.g. registration [including express registries], licensing, operation, enforcement, operator control, inspection, accident analysis, emissions testing, etc.).

To advise in the formulation of policies and procedures regarding motor vehicle regulation and operation.

To advise with respect to administrative details concerned with motor vehicle functions.

To confer with section heads for guidance and assistance in the preparation of reports on the application and interpretations of state laws and departmental policies and objectives concerning motor vehicle functions.

To advise and provide leadership in the preparation, implementation and control of the motor vehicle budget.

To evaluate present programs and functions as to their effectiveness, efficiency and progress.

To review existing laws, proposed legislation, rules and regulations and report thereon to the director as they relate to motor vehicle functions.

To attend meetings and conferences involving federal, state and local officials, professionals, and the public.

To be responsible for conducting studies in various areas in the field of motor vehicles.

To be responsible for developing and maintaining: agency plans and operations for the management of motor vehicle facilities under the jurisdiction of the agency; a comprehensive motor vehicle registration and licensing program as mandated by statutes; a comprehensive motor vehicle enforcement program, as mandated.

To be responsible for the efficient use, maintenance and protection of all physical facilities within the motor vehicle program, and to assist the sections with coordinating their use.

To be responsible for the evaluation of management and methods procedures within the motor vehicle program as to their effectiveness and efficiency, and to recommend future plans and budget allocations based on this evaluation.

To review and evaluate applications for federal grant funds.

To review, periodically, the various activities of the motor vehicle program, and to evaluate their effectiveness on meeting the needs of the public.

As required, to assist and represent the management concerning personnel and labor relations matters and negotiations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques pertaining to the administration of a broad range of motor vehicle functions; a thorough knowledge of federal and state laws relating to motor vehicle administration, enforcement and safety programs; a thorough knowledge of public safety principles, methods, practices, standards and organization; a thorough knowledge of the principles, practices and techniques of management and public administration, and the ability to apply such knowledge in the administration and control of several operating sections; a working knowledge of the organizational structure of state government and the functions of its departments and agencies; a working knowledge of general and cost accounting procedures, as well as government finance policies and procedures; a familiarity with planning and analytical techniques; the ability to develop and maintain effective working relationships with associates and with other public and private officials; the ability to evaluate the effectiveness of programs, identify problems and work creatively to improve them; the ability to plan, organize, review and evaluate the work of a staff of professional, technical, clerical and other employees; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in public or business administration or law enforcement; and

Experience: Such as may have been gained through: experience in a highly responsible administrative and supervisory position involving governmental operations in the field of motor vehicle administration, regulation, enforcement or safety.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 19, 2000

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